

Festival of Lights Horse Carriage Application

November 26, 2015 through January 7, 2017



INSTRUCTIONS

Please read the following instructions prior to completing the attached application.

The City of Riverside is proud to host the 24th Annual Festival of Lights to be held Friday, November 26, 2016 through Saturday, January 7, 2017. A completed Festival of Lights Horse Carriage Application must be submitted by any company that would like to be considered for this City-sponsored event. The primary function of this Application is for City staff to understand and incorporate horse carriage operators based on the specified requirements and appropriateness as it relates to the Festival of Lights.

Prior to completing the Application please review the attached Horse Carriage Agreement for a full understanding of what is to be expected of our 2016 Festival of Lights Horse Carriage Operators.

Terms and Payment Information

Application Review Process

The Application Review Process begins when you submit your completed Application with ALL required attachments. Upon receipt of your Application, a City staff member will perform an initial screening of the submitted information. Documentation you provide will be forwarded to the appropriate staff member for review and approval. **A completed Application with ALL required attachments must be received for your Application to be processed; not providing these requested items could result in immediate denial of your Application.** Upon completion of the Review Process, an email will be sent to you indicating whether your Application has been approved or denied.

Evaluation Process

If your application is submitted successfully you will be invited to participate in Phase II of the Evaluation Process. The Evaluation Process will take place in September 2016 by appointment only.

Fees

Vendor Payments must be in the form of a check or money order made payable to the City of Riverside and must be received in our office no later than 4 p.m. on the Payment Due Date or Vendor will incur a **\$10 per day Late Fee.**

Other Terms & Conditions

Vendor is required to sign and submit a Festival of Lights Vendor Agreement (sample attached). An Agreement is to be filled out and signed by every approved/accepted vendor. The Agreement must be signed digitally and received in the Riverside Metropolitan Museum - Arts and Cultural Affairs Division via SpecialEvents@riversideca.gov no later than 4 p.m. on Friday, October 29, 2016. **If the Agreement is not submitted by the deadline, the vendor will not be allowed to participate.**

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Please review the chart below for your specific Vendor Booth Fee(s) and Payment Due Date (s).

Payment Schedule		
Payment Due Date	Cleaning Deposit	Carriage Vendor Payment
Friday, November 4, 2016	\$400.00	-
Friday, December 02, 2016	N/A	\$1,000.00
Friday, December 9, 2016	N/A	\$1,000.00
Friday, December 16, 2016	N/A	\$1,000.00
Friday, December 23, 2016	N/A	\$1,000.00
Friday, December 30, 2016	N/A	\$1,000.00
Friday, January 6, 2017	N/A	\$1,000.00
Total Amount Due	\$400	\$6,000.00

Should you require assistance or have any questions, please contact Meghan Eastin at (951) 826-5663 or via email at specialevents@riversideca.gov.

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Submission

DEADLINE – 4 p.m. on Wednesday, August 31, 2016

Electronic Submission

Horse Carriage Operators may complete the Application electronically and submit their completed Application and all attachments via email. Once the Application is completed, please review the checklist below prior to submission. Submit your completed Application with attachments to specialevents@riversideca.gov.

Walk-In/US Mail Submission

Horse Carriage Operators may print out and complete the Application by hand. Once the Application is completed, please review the checklist below prior to submission. Submit your completed Application with attachments to:

Meghan Eastin, Project Coordinator
City of Riverside, Metropolitan Museum
Arts and Cultural Affairs
3580 Mission Inn Avenue
Riverside, CA 92501

*Museum Closed Monday's

Checklist: Required Attachments

The items listed below must be submitted with your complete Application. If all items below are not present, your application will not be processed.

- ☐ 4 x 6 High-resolution or glossy photos* of your set-up, including horse carriages, horses, ticket booth
- ☐ If applicant is a corporation, the City of Riverside will require a Letter of Authorization from said corporation; please attach.
- ☐ Current Vehicle for Hire Permit and Business Tax Certificate
- ☐ List of Horses to be evaluated. List must be for all horses which may participate in event. Unchecked horse will not be allowed to participate.

* Required attachments may be e-mailed to specialevents@riversideca.gov.

Checklist: Additional Required Documentation

Once notified that you have been accepted as a Horse Carriage Operator for the *Festival of Lights*, a copy of the following items must be received in our office no later than **4 p.m. on Friday, October 28, 2016**.

- ☐ Insurance Certificate showing General Liability, Auto, and Workers' Compensation* Insurance in the amount of \$1,000,000 per occurrence with a \$2,000,000 aggregate;
- ☐ Insurance Certificate Additional Endorsement Attachment (CG20) with proper wording as stated on Page 9 of this Application; and
- ☐ Current Vehicle for Hire Permit

* Horse Carriage Operators with no employees must submit a letter stating they have no employees or Horse Carriage Operator will be expected to provide Workers' Compensation Insurance.

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CONTACT INFORMATION

☐ I am interested in participating in the 2016 *Festival of Lights* from Saturday, November 26, 2016 through Saturday, January 7, 2017.

Business Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (if different from above): _____

Primary Contact Name & Title: _____

Phone: (____) _____ Cell: (____) _____ Fax: (____) _____

E-Mail Address: _____

Secondary Contact Name & Title: _____

Phone: (____) _____ Cell: (____) _____ Fax: (____) _____

E-Mail Address: _____

Business Website (if applicable): _____

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BUSINESS INFORMATION

This section is intended to provide City Staff with basic information regarding your booth/trailer and products. The size of your booth/trailer may identify the best location for your set-up. Information you provide in this section might be used for promotional purposes including but not limited to print, electronic and Internet formats.

Is your business a sole proprietorship? ☐ Yes ☐ No

Is your business a corporation? ☐ Yes ☐ No

Do you have a Business Tax Permit* issued by the City of Riverside? ☐ Yes ☐ No

Do you have a Vehicle for Hire certificate* issued by the City of Riverside? ☐ Yes ☐ No

Please describe the nature of your business:

* If accepted as a Horse Carriage Operator for the 2016 Festival of Lights, the City will require copies of your City of Riverside Business Tax License and Vehicle for Hire Permit. Copies must be received in our office no later than 4 p.m. on Friday, October 28, 2016.

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EVENT EXPERIENCE

Please provide a chronology of your experience(s) beginning with the most current:

<u>Company Name</u>	<u>Location/Venue</u>	<u>Start Date</u>	<u>End Date</u>

REFERENCES

Please list other organizations or people who are knowledgeable about your driving and event activities:

<u>Contact Name</u>	<u>Phone Number</u>	<u>E-Mail Address</u>	<u>Relationship</u>
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INSURANCE AND INDEMNIFICATION REQUIREMENTS

HORSE CARRIAGE OPERATOR AGREES, IN CONSIDERATION OF THE GRANTING OF THIS APPLICATION FOR HORSE CARRIAGE OPERATOR PRIVILEGES AT ANY CITY OF RIVERSIDE SPECIAL EVENT, TO THE FOLLOWING:

Insurance Requirements

Horse Carriage Operator shall provide satisfactory evidence of, and shall thereafter maintain during the specified special event, such insurance policies and coverages in the types, limits, forms and ratings required by the City's Risk Manager or City Attorney, or their designee. All s are required to have General Liability, Auto and Worker's Compensation Insurance in the amount of \$1,000,000 per occurrence with a \$2,000,000 aggregate. All insurance documents must have an additional endorsement attachment (CG20) stating: **"The City of Riverside, Greater Riverside Chambers of Commerce, their officers, employees and agents are named as additional insured with respect to liability arising out of the 2016 Festival of Lights from Saturday, November 26, 2016 through Saturday, January 7, 2017."**

If accepted as a Horse Carriage Operator for the 2016 Festival of Lights, Insurance Certificates must be received in our office no later than 4 p.m. on Friday, October 28, 2016. Insurance Certificates submitted without an additional endorsement attachment (CG20) will not be accepted. Please ensure the use of the proper wording shown above.

Indemnification

Vendor agrees that except as to sole negligence or willful misconduct of the City of Riverside, Horse Carriage Operator shall defend, indemnify, and hold the City, the Greater Riverside Chambers of Commerce, and their officers, employees and agents harmless from any and all loss, damage, claim for damage, liability, expense or cost, including attorneys' fees which arise out of or is in any way connected with the Horse Carriage Operator's temporary booth/trailer during the specified special event, notwithstanding that the City may have benefited from Horse Carriage Operator's temporary booth/trailer. This indemnification provision shall apply to any acts or omissions, willful misconduct or negligent misconduct, whether active or passive, on the part of Horse Carriage Operator, Horse Carriage Operator's employees, subcontractors or agents.

Applicant's Name (Please Print)

Applicant's Signature

Date

FOR INTERNAL USE ONLY

Date/Time Application Received: _____

☐ Approved _____ (Date & Initial)

☐ Denied _____ (Date & Initial)

Reason: _____
